

Volunteer Opportunity
CITY OF CHULA VISTA

Environmental Compliance Internship
Unpaid Internship

THE POSITION

This position is an ideal opportunity for an individual interested in environment studies to supplement their formal education by assisting City staff in performing various support tasks on a variety of projects. The City of Chula Vista maintains facilities and equipment that require environmental oversight from various San Diego County agencies. For example, there are thirteen emergency standby generators that require Air Pollution Control District registration. There are four sites that require Hazardous Material Management Business Plans and Health Permits that are supervised by the HMMD of San Diego County Department of Health. Ongoing operations routinely require hazardous material manifests to be used. The city currently maintains fueling facilities at four locations, and these require permits from both APCD and HMMD. In addition, there is a compressed natural gas (CNG) station for the city's fleet of CNG buses, and there is a hydrogen electrolyzer for fuel cell vehicles.

ESSENTIAL DUTIES

Under direct supervision of the Fleet Manager, this position will be assisting with the following: review of the various APCD permits and ensure compliance; review of the various Hazardous Material Business Plans and ensure compliance; review of the procedures for tracking the various hazardous material manifests and the proper filing procedures; review of various procedures, such as compliance with NPDES, and health and safety (MSDS sheets, etc.); other assignments as required to make this internship a fulfilling experience for the participant.

WORK HOURS

Intern may set own hours within 8:00 A.M. – 5:00 P.M. time frame with respect to any requirements of the college's internship program, usually 8 - 20 hours per week.

DESIRABLE QUALIFICATIONS

Intern must be currently enrolled in a degree program in a related field of environmental studies or related field. Previous work experience is not required.

Intern must have the ability to use MS Windows-based platform and statistical analysis applications. Data-entry skills desirable. Ability to write and communicate clearly and concisely. Ability to speak well and present ideas clearly and effectively; a high degree of initiative and energy; ability to follow oral and written instructions; ability to maintain effective working relationships with others. The ability to coordinate multiple activities will be required.

WORK ENVIRONMENT: Must possess the ability to drive, sit, stand and move around. Sufficient vision to read typical business documents and sufficient vocal auditory ability to interact with various regional economic development partners and employees.

APPLICATION PROCESS. Applicants will need to complete the City's Volunteer Application prior to commencing work. Please send a letter of interest and resume to:

Jack Dickens
Fleet Manager
City of Chula Vista
1800 Maxwell

Chula Vista, CA 91911

Questions regarding this internship may be sent by email to: jdickens@ci.chula-vista.ca.us

Or by Phone at (619) 397-6187

<http://www.chulavistaca.gov>